

FORM SUMMARY

Name of Form: **Affidavit of Service**

Form Number: **FA-4120**

Statutory Reference: §801.10

Benchbook Reference: FA 2

Purpose of Form: To provide a document by which a person who has served documents on another person can sign under oath the necessary information concerning that service.

Who Completes It: The person who has formally served documents on a person fills out the information concerning the date and time of service and the documents served. That person then seeks out a notary public and, after being sworn, signs the document. The notary public will complete the notarial section.

Distribution of Form: Original will be filed with the court after it has been signed and notarized.

Accompanying Forms: The documents for which service is being made will be given to the process service along with a copy of this Affidavit.

New Form/Modification: New form

Comments: None

About this Form: **This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office. As a *pro se* form, its use is NOT mandatory but it is required to be accepted and distributed by the circuit courts of the State of Wisconsin.**